

Canton City Hall, Third Floor
218 Cleveland Avenue, S.W.
P.O. Box 24218
Canton, Ohio 44701-4218
Hours: 8:00 a.m. - 5:00 p.m.

**CIVIL SERVICE COMMISSION
CITY OF CANTON, OHIO**

Phone: (330) 489-3360
FAX: (330) 580-2059



OPPORTUNITY FOR EMPLOYMENT

THE CIVIL SERVICE COMMISSION OF CANTON, OHIO

ANNOUNCES

COMPETITIVE MERIT EXAMINATION FOR:



AN EQUAL OPPORTUNITY EMPLOYER

CONTINUOUS RECRUITMENT

DATE OF ISSUE: September 19, 2012

NO: M23-12

CLASSIFICATION TITLE

LIGHT DUTY AUTOMOTIVE MECHANIC 3
(Department of Motor Vehicles)

2012 RATE

Step 1 - \$13.82/CDL

Step 1 - \$13.32/NO CDL

FILING OF APPLICATION

Application must be made on the regular open application form available in the office of the Canton Civil Service Commission, Canton City Hall, 3rd Floor, 218 Cleveland Ave. SW, Canton, OH, or application may be printed from the City of Canton web site www.cantonohio.gov under "City Government" click on "City Services" and then on "Civil Service". **APPLICANTS NEED TO SUBMIT A COPY OF THEIR CLASS "A" CDL LICENSE, COPY OF ASE CERTIFICATIONS AND ANY OTHER DOCUMENTATION PERTAINING TO THIS POSITION WITH COMPLETED APPLICATION.**

EXAMINATION

We will offer the examination as necessary. Once you have submitted your application you will be placed in file until we offer the examination. You will be notified by mail when the exam is scheduled.

This will be a written examination that will consist of material covering a truck mechanic's basic job skills and sense of judgment.

REQUIRED KNOWLEDGE, SKILLS & ABILITIES

Shall have a thorough knowledge of state of the art diagnostic tools and equipment and be able to perform all of the duties required of a full journeyman.

ACCEPTABLE EXPERIENCE AND TRAINING

Must have appropriate ASE certifications for light automobiles and trucks. Shall have a high school education or equivalent, or municipal maintenance garage operations, also shall attend training school when requested to do so. Considerable experience in the repair in operations of all types of motor vehicles.

******NOTICE OF DRUG TESTING REQUIREMENT******

Candidates must submit to a drug screen examination. Eligibility for employment shall not be considered final until drug testing has been successfully completed with a negative result. "Drug" means a controlled substance as defined by Chapter 3719 of the Ohio Revised Code, entitled "Controlled Substances", and/or Section 202, Schedules I through V of the Federal Controlled Substance Act, including by not limited to marijuana, hashish, "Crack", cocaine, heroin, morphine, codeine, opiates, amphetamines, "ice", barbiturates, and hallucinogens.

ADDITIONAL REQUIREMENTS

Must possess a valid Class “A” Commercial Driver’s License with a tank endorsement at all times or obtain within two (2) years. Must remain up to date with new developments in the automotive repair field.

******IMPORTANT NOTICE TO VETERANS******

Upon receiving a passing score, a twenty (20%) percent bonus will be granted to individuals who have been honorably discharged from the uniformed services or transferred to the reserve with the evidence of satisfactory service, and who is a resident of this state and any member of the National Guard or reserve component of the armed forces of the United States who has completed more than 180 days of the active duty service. (ORC 124.23C) Applicant must submit a certificate of service or honorable discharge (Form DD124) long version to receive the bonus credit. Applicants are solely responsible for making Commission staff members aware of previous filings of discharge papers if bonus credit is to be claimed.

CITY RESIDENCY BONUS

Applicants who have resided within the Canton City Limits for at least six (6) months or longer immediately prior to testing will receive 5% additional credit provided they make a passing score.

THE MAXIMUM ALLOWABLE BONUS POINT AWARD IS 20%.

RATING

Upon completion of the examination process, candidates who receive a passing score will be placed on the eligibility list in accordance with your score. Once this list has been established, your name will remain on the list for a period of two years.

EQUAL EMPLOYMENT

All qualified applicants will receive consideration for appointment without regard to race, religion, color, national origin, sex, political affiliation, age, type of disability, or any other non-merit factor.

ADMITTANCE TO EXAMINATION - IDENTIFICATION REQUIRED

Applicants who have been accepted for the examination will be admitted to the test site only upon presentation of their valid State of Ohio Driver’s License or other valid photo identification card to the examiners. **PERSONS UNABLE TO PRESENT POSITIVE IDENTIFICATION WILL BE DENIED ADMITTANCE TO THE EXAMINATION.**

DUTIES

As a full journeyman and automotive repairman, he must be able to repair all types of equipment owned and operated by the City of Canton, including the removal and installation of complete engines, clutches, transmissions and/or all other component parts.

